

Approved

MINUTES OF SPECIAL MEETING

Pawtucket Redevelopment Agency

175 Main Street, Pawtucket, RI 02860

June 29, 2011 @ 12:15 p.m.

1. ROLL CALL:

Chairman William F. Harty, Jr., called the meeting to order at 12:20 p.m. and on a roll call vote, the following Members answered present:, Larry Monastesse, Francis Crawley and John Baxter.

Also present were: Michael P. Davolio, Executive Director, Barney S. Heath, Assistant Director, Linda Elliott, Rehabilitation Coordinator, R. Kevin Horan, PRA Attorney, Richard Lavalley, Fiscal Manager, Susan Rivet, Thomas Mann and Aaron Hertzberg from Pawtucket Foundation.

2. PUBLIC INPUT: None

3. MINUTES OF PREVIOUS MEETING:

Upon a motion by Mr. Baxter, seconded by Mr. Crawley, the minutes from May 31, 2011 PRA meeting were unanimously approved.

4. BILLS:

Upon a motion by Mr. Baxter, seconded by Mr. Crawley and unanimously approved, bills totaling \$67,219.80 were approved for payment.

5. REPORTS:

(A) Residential Rehabilitation Loan Program:

Mr. Heath reported that 242-244 Cottage Street is complete. Mr. Heath stated he would like to have an open house for the agency members in a few weeks.

(B) Loan Delinquencies:

Ms. Elliott informed Attorney Horan that she received a foreclosure notice on Diane Fuller of 214 Chandler Avenue and that it is scheduled for August 14th. Attorney Horan reported that an oral proof of claim is scheduled for Maria Felix. Mr. Heath reported he will contact Ms. Wilcox on her two loans and see when her next payment will be made.

6. RETURNING BUSINESS:

(A) Chester Building:

(1) Financial Statements:

Mr. Lavallee presented the May 2011 financial statements.

(2) Chester Building Update:

a. Signage Program Proposal:

Mr. Heath reported that he met with Matt Regan to go over signage for the building. Mr. Regan has proposed a more uniform system for the building. Mr. Heath is planning to meet with the other tenants in the building and will have an update at the next agency meeting.

b. Energy Efficiency Upgrades – National Grid Proposal:

Mr. Heath reported that National Grid will be starting the Energy Efficient Upgrade during the month of July and will have more information at the next agency meeting. Mr. Heath informed the members that with these upgrades from National Grid, the Agency will be saving \$2,800 a year.

c. Mixed Magic Utility Response:

Mr. Ricardo Pitts-Wiley and Ms. Linda Dewing made a presentation in

response to their \$4,000 utility bill which is owed to the PRA. Ms. Dewing stated that Mixed Magic Theatre, because of the recent expenses associated with the move, is challenged financially. Mr. Pitts-Wiley indicated that the move itself was not planned and therefore, represented five months of both loss revenue (from lost bookings) and unplanned moving and build-out expenses. Mr. Harty indicated that the Agency intended to review the matter and will be contacting him shortly.

(B) Property Disposition Updates:

1. 335 Main Street (Old Colony Bank):

Mr. Heath reported that PCDC is soliciting tenants for the first floor of 335 Main Street and will be submitting a tax credit application sometime in October.

2. Front Street:

Mr. Heath reported this project is complete and is waiting for the bike path easement description and will then prepare to transfer this property back to Collette Travel sometime in July.

3. 354 Pine Street:

Mr. Heath reported that the testing of two different materials will be completed in July.

(C) Litigation Matters:

1. Silver Top Diner:

Attorney Horan stated the next hearing date is scheduled for July 22nd.

(D) Foreclosure Response Program Update:

1. 242-244 Cottage Street:

Mr. Heath reported that this project is now complete. Mr. Heath stated he would like to have the PRA Members along with the Mayor for a walk-through sometime this month.

2. 116-118 Prospect Street:

Mr. Heath indicated that an architect will be hired to develop a feasibility plan.

(E) Independent Projects:

1. Pawtucket Day and Child Care Center Project:

Mr. Heath reported that Ed Heon is currently overseeing this project. Mr. Heath also stated that the agency received \$15,000 and is awaiting an additional \$5,000 for completion of this project.

(F) PRA Commercial Loan:

1. The Blackstone, 1005 Main Street:

Mr. Heath reported that he along with Mr. Davolio and Mr. Lavallee went to see the property and reported that it is a very nice space. Mr. Heath stated the issues the PRA have was the loan in the amount of \$45,000 and what Mr. Lafrancois is putting up for personnel assets would not be sufficient. Mr. Heath stated that he would request that Mr. Lafrancois get a co-signer on this loan or Mr. Lafrancois will have to lower the loan amount to \$20,000. Mr. Heath reported that Mr. Lafrancois does not want a co-signer and is requesting he not have one.

Upon a motion made by Mr. Baxter and seconded by Mr. Crawley and unanimously approved for Mr. Lafrancois to get a co-signer for this loan in order for the \$45,000 loan approval.

7. New Business:

(a) Foundation Strategic Plan / Roosevelt Avenue District Plan – Thomas Mann, Executive Director:

Thomas Mann and Aaron Hertzberg from the Pawtucket Foundation made a presentation about the Foundation's strategic plan. A key component of the plan, according to Mr. Mann, involves preparing a Roosevelt Avenue District Plan to identify development opportunities along the Roosevelt Avenue corridor. A principal development opportunity are the surface parking lots of both the PRA and City Hall, which comprise 179,000 square feet. Mr. Mann indicated that a number of stakeholders including Collette Travel, Louis Yip, Bristol County Savings Bank and others have contributed funding to bring a consultant on-board. Mr. Mann requested that the Redevelopment Agency join this partnership at a contribution level of \$10,000.

Mr. Harty indicated that the Agency will take this request under advisement.

(b) Proposal to utilize the PRA Commercial Rehabilitation funding to address downtown parking garage storefronts:

Mr. Heath circulated pictures of the downtown parking garage storefronts. He indicated that the storefronts are in serious need of an updated design and look. Mr. Heath further indicated that he would

propose utilizing a portion of the PRA's Commercial Rehabilitation Loan Pool to hire an architect to redesign the facades. Mr. Davolio added that a new design for the storefront would also result in higher rents for the spaces.

Upon a motion by Mr. Crawley and seconded by Mr. Monastesse and unanimously approved, it was voted to utilize PRA Commercial Rehab. funding to engage the services of an architect to undertake a redesign of these storefronts.

(c) Proposal to utilize parking lots for Columbian Festival on July 24th:

Mr. Heath received a letter from the Columbian Festival which will be held on July 24th and they are requesting to use the 175 Main Street parking lot for the festivities. Mr. Heath advised the Columbian Festival organization that they can but the PRA is requesting they give him an insurance certificate before the festivities begin.

Upon a motion by Mr. Crawley and seconded by Mr. Monastesse and unanimously approved the Columbian Festival to use the PRA, 175 Main Street parking lot for the festivities and will give the PRA the insurance certificate beforehand.

(d) PRA Personnel:

1. Step Increase for Receptionist/Clerk:

Mr. Heath presented a Resolution ratifying the recommendation of the Personnel Subcommittee to review salary and compensation matters and is authorizing a single step increase of \$535 effective July 1, 2011 for Anna Martins, Receptionist/Clerk.

Upon a motion by Mr. Monastesse and seconded by Mr. Crawley and unanimously approved for a single step increase of \$535 effective July 1, 2011 for Anna Martins, Receptionist/Clerk.

2. Step Increase for Housing Rehab Coordinator:

Mr. Heath presented a Resolution ratifying the recommendation of the Personnel Subcommittee to review salary and compensation matters and is authorizing a single step increase of \$2,037 effective July 1, 2011 for Linda Elliott, Housing Rehab Coordinator.

Upon a motion by Mr. Monastesse and seconded by Mr. Crawley and unanimously approved for a single step increase of \$2,037 effective July 1, 2011 for Linda Elliott, Housing Rehab Coordinator.

3. Wage Increase for PRA Employees:

Mr. Heath presented a Resolution fixing compensation for the Fiscal Year 2011-2012 with a funding line of \$6,500 for the PRA employees

which shall undertake a systematic evaluation of the PRA Personnel and assign compensation increases as warranted based upon that review.

Upon a motion made by Mr. Monastesse and seconded by Mr. Crawley and unanimously approved for the fixing compensation funding line of \$6,500 for the PRA employees to undertake a systematic evaluation of the PRA Personnel and assign compensation increases as warranted based upon that review.

4. Appointment of 2011 PRA Executive Director:

Mr. Heath presented a Resolution to appoint a new Executive Director of the Pawtucket Redevelopment Agency and hereby appoints Michael P. Davolio as Executive Director for the remainder of the Calendar Year 2011 and fixes his compensation to be \$10,000 annually.

Upon a motion by Mr. Monastesse and seconded by Mr. Crawley and unanimously approved to appoint a new Executive Director of the Pawtucket Redevelopment Agency and hereby appoints Michael P. Davolio for the remainder of the Calendar Year 2011 and fixes his compensation to be \$10,000 annually.

5. Appoint of 2011 PRA Assistant Director:

Mr. Heath presented a Resolution to appoint an Assistant Director of the Pawtucket Redevelopment Agency and hereby appoints Barney S. Heath as Assistant Director for the remainder of the Calendar Year 2011 and fixes his compensation at \$5,000 annually.

Upon a motion by Mr. Crawley and seconded by Mr. Monastesse and unanimously approved to appoint an Assistant Director of the Pawtucket Redevelopment Agency and hereby appoints Barney S. Heath for the remainder of the Calendar Year 2011 and fixes his compensation to be \$5,000 annually.

7. NEXT MEETING:

The next meeting will be held on Tuesday, July 26, 2011 at 12:15 p.m.

8. ADJOURNMENT:

There being no further business, upon a motion by Mr. Crawley, seconded by Mr. Monastesse and unanimously approved, the meeting was adjourned at 2:22 p.m.